



**Policy Chapter:** Chapter 6 Faculty Affairs

**Policy Number and Title:** 06.033 Study Abroad

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**I. Policy Statement**

The University of North Texas (UNT) will endeavor to provide out-of-country study opportunities for students in their academic degree programs. Faculty, staff, and students who participate in study abroad programs are responsible for complying with and are subject to all applicable laws and university policies.

**II. Application of Policy**

Total University

**III. Policy Definitions**

**A. Study Abroad**

“Study abroad,” in this policy, means off-campus, academic credit instruction which is delivered outside the United States primarily to regular on-campus students.

**B. Unit**

“Unit,” in this policy, means an academic department/ division under the administration of a UNT official with responsibilities for personnel actions.

**C. Unit Administrator**

“Unit Administrator,” in this policy, means the person responsible for a unit.

**IV. Policy Responsibilities**

**A. Responsibilities**

1. Study Abroad Office

All study abroad programs that offer academic credit must be administered by the Study Abroad Office (SAO). The director of the SAO has the authority to establish guidelines and procedures to ensure that all study abroad programs follow best practices and conform to university policies, rules adopted by the Texas Higher Education Coordinating Board, and applicable federal and state laws.

2. Faculty

Faculty members are required to follow all guidelines and procedures established by the SAO when leading study abroad programs. Academic units (departments and colleges) issuing credit for study abroad programs are responsible for participating in a review process of proposed programs to ensure that all courses meet the same academic standards as those held on campus. All study abroad faculty leaders, co-

leaders, and support staff are required to attend the training by the SAO covering pre-departure preparation, university resources, financial processes, and emergency response while abroad.

### ***B. Disability Accommodation***

The SAO and the Office of Disability Access (ODA) will make reasonable efforts to inform students of the types of accommodations typically available abroad. Students with disabilities are responsible for registering with the ODA and complying with university policies and procedures regarding requesting accommodations. Students should request accommodations as soon as they are a confirmed participant in a study abroad program to allow time to determine if reasonable accommodations may be provided in accordance with university policy and state and federal laws.

### ***C. Health and Safety***

#### **1. Safety and Security**

The safety and security of university students, faculty, and staff are of primary consideration to the University of North Texas. While the SAO is responsible for collecting and sharing general information on safety and security issues related to locations and the coordination of safe logistics for study abroad programs, participants are equally responsible for taking appropriate personal safety and security measures. These measures may include, but are not limited to: researching safety and security concerns in the host country, attending all study abroad orientation sessions, taking appropriate personal safety precautions en route and while in the host country, and purchasing supplemental insurance coverage.

#### **2. Travel and Laws**

University policies apply to study abroad programs in the same manner as if the course or activity was conducted on campus, including provisions of the Code of Student Conduct. Violations of the Code of Student Conduct will be referred to the Division of Student Affairs for appropriate university action. University policies apply to all students while en route to and while in the host country. In addition to complying with University policies, all faculty, staff, and students participating in a study abroad program are responsible for following the laws of the host country. Faculty, staff and students are personally responsible for any fines, penalties, sanctions, or costs incurred as a result of the violation(s).

#### **3. International Health and Accident Insurance**

All participants in a UNT study abroad program must be enrolled in UNT's international health and accident insurance. The policy includes coverage for the treatment of illness, emergency evacuation, and repatriation of remains. Participants are responsible for purchasing additional travel coverage based on their needs.

**V. Resources/Forms/Tools**

[Online Certification Form for Study-Abroad and Study-in-America Courses](#)

**VI. References and Cross-References**

[UNT Policy 07.001, Student Travel](#)

[UNT Policy 07.012, Code of Student Conduct](#)

[UNT Policy 16.001, Disability Accommodation for Students and Academic Units](#)

**VII. Revision History**

Policy Contact:	Policy Director, Office of the Provost and VP for Academic Affairs
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